

JOB OPPORTUNITY BULLETIN

LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE DATA CENTER



POSITION:

INFORMATION TECHNOLOGY SPECIALIST I, RANGE E (5DP013)
(EQUIVALENT TO: STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST))

JOB LOCATION: SACRAMENTO, CALIFORNIA

FINAL FILING DATE: JUNE 10, 2005

SALARY: \$4,734 – \$5,756

DUTIES AND RESPONSIBILITIES: Under the general supervision of a Quality Assurance Manager, the incumbent works in the Customer Services Division and is a Lead Analyst in the Quality Assurance/Quality Control (QA/QC) Section at the Legislative Data Center. The incumbent serves in a leadership capacity on one or more moderate to highly complex software testing projects, and acts as a team mentor on the use of new software testing technologies in the development of complex business applications, or development, validation and implementation of new data processing services. The incumbent will have the responsibility for day-to-day system, acceptance and regression testing activities for all phases of the system development and/or maintenance process. The incumbent will ensure that all systems/applications tested perform as specified in the design documents, meet user specifications and work as required in the overall Legislative computer network. The Legislative computer network is a most complex multi-vendor information technology environment. The computer systems supported are critical to meeting the business requirements of the California State Legislature and Legislative Support organizations. The incumbent works as a Team Leader on complex projects of high to extreme risk, where the consequences of failure could have an adverse to extremely high impact on the business success of the Data Center.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, capabilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

HOW TO APPLY: Submit a standard state application and a resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the Personnel Office by 5:00 p.m., Friday, June 10, 2005, or be postmarked by this date. Please include 5DP013 after the position title on your application and note how you heard about this position. Technical questions about the position may be directed to Dung Huynh at (916) 341-8847. Questions regarding how to apply may be directed to Personnel at (916) 341-8330.

MINIMUM QUALIFICATIONS: A minimum of two (2) years of experience working on software quality control processes that include requirements traceability, defect identification, performance, capacity, security and recovery and one (1) year of experience using automated software testing tools. Demonstrated ability to develop test scripts and test data; to create and execute software tests using automated tools; and educate

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information technology staff in the use of testing methodologies and standards. Ability to think tactically and strategically to provide information technology testing solutions and services that meet customers' needs. Ability to establish and maintain cooperative working relationships with others including customers, team members, peers, managers and executive staff. Good oral and written communications skills. Ability to work effectively as a member of a project team. Experience leading teams and QA/QC projects. Ability to manage workload, meet deadlines, and coordinate the work in a project team. Knowledge of project management tools and techniques.

DESIRABLE QUALIFICATIONS: Demonstrated experience ensuring product functionality complies with system specifications. Demonstrated experience developing, implementing, and maintaining test plans and test cases for specific areas of systems. Demonstrated experience thoroughly testing the product through all phases of the development life cycle (i.e., unit testing, regression/integration testing, end-to-end testing). Demonstrated ability to work with various cross-functional teams to ensure issues are addressed quickly and with quality results. Ability to communicate product readiness, level of quality, and results to Quality Assurance Manager and the project team. Ability to coach and train less experienced team members.

SELECTION INFORMATION:

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/employment>

THIS IS A COMPETITIVE PROCESS: If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of these qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this examination, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.